

Records Retention Workshop

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Goals and Objectives

- What is a public record?
- How long do we need to retain public records?
- What is the process to dispose of public records?
- What records management services are offered at CCC?
- What about electronic records and emails?

The Local Records Act (50 ILCS 205) regulates the preservation or disposal of public records of all units of local government in Illinois.



What is a public records under the “Local Records Act”?

Any book, paper, map, photograph, digitized electronic material or other official documentary material, made, produced, executed or received in connection with the transaction of public business

Every employee is responsible for retaining records properly

Public Records May Include

- Memos
- Work and meeting notes
- Contracts/agreements
- Reports
- Personnel documents
- Agendas
- Calendars
- Vouchers
- Drawings
- Documents received from other public agencies
- Electronic documents
- Draft documents that contain significant annotations or that were submitted for comment or approval by others
- Handwritten notes that document a decision or action
- A message slip when the message relates to the business functions of the department
- Letters or emails from external entities requesting information or action
- Records generated from a project including project plan, project estimates, background research material etc.

Not a Public Record

- Directories
- Blank old letterhead
- Stocks of publications and processed documents kept for supply purposes only
- Old newspapers/obsolete publications
- Extra copies of documents provided that you have determined that at least one identical copy of the document remains in the file
- Drafts of information that were never circulated for comment
- Information downloaded from the internet
- Advertising or training brochures from an external entity
- Unsolicited letters or emails advertising products or services

How long do we need to retain public records?

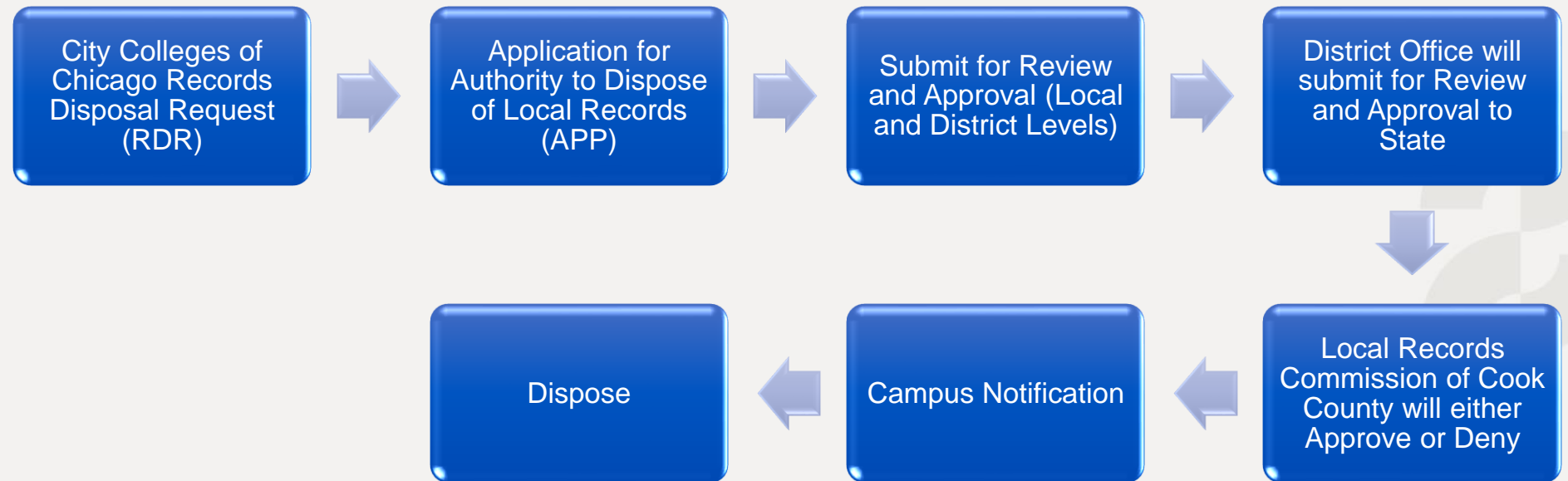
- It depends on the type of record...
- Review Records Retention Schedule
 - Inadvertent or premature destruction of records can cause harm by:
 - Interruption of services
 - Decrease in public accountability
 - Loss of valuable records
 - Indefinite maintenance of all records without regard to their relative importance to current and future operations places an unnecessary, inefficient and expensive burden on agencies
- In accordance with the Local Records Act of Illinois, no record may be disposed of by any state agency without the ***prior approval*** of the State Records Commission
- There is no difference between paper and electronic records. Please consult your schedule!

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Application No. 19:005C
Page 3 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>ADMINISTRATIVE AND PROCUREMENT SERVICES</u>
100.	<u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u> Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
101.	<u>BID RECORDS</u> Dates: 1994- Volume: 263.25 Cubic Feet Annual Accumulation: 14.75 Cubic Feet Arrangement: Chronological Recommendation: Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.
102.	<u>BUILDING SERVICES WORK ORDERS (E.G., ROOM RESERVATIONS, AUDIO-VISUAL REQUESTS, COPY PAPER REQUESTS, ENGINEERS WORK REQUESTS, HOUSEKEEPING REQUESTS)</u> Dates: 1997- Volume: 19.5 Cubic Feet Annual Accumulation: 1.25 Cubic Feet Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.

What is the process to dispose of public records?

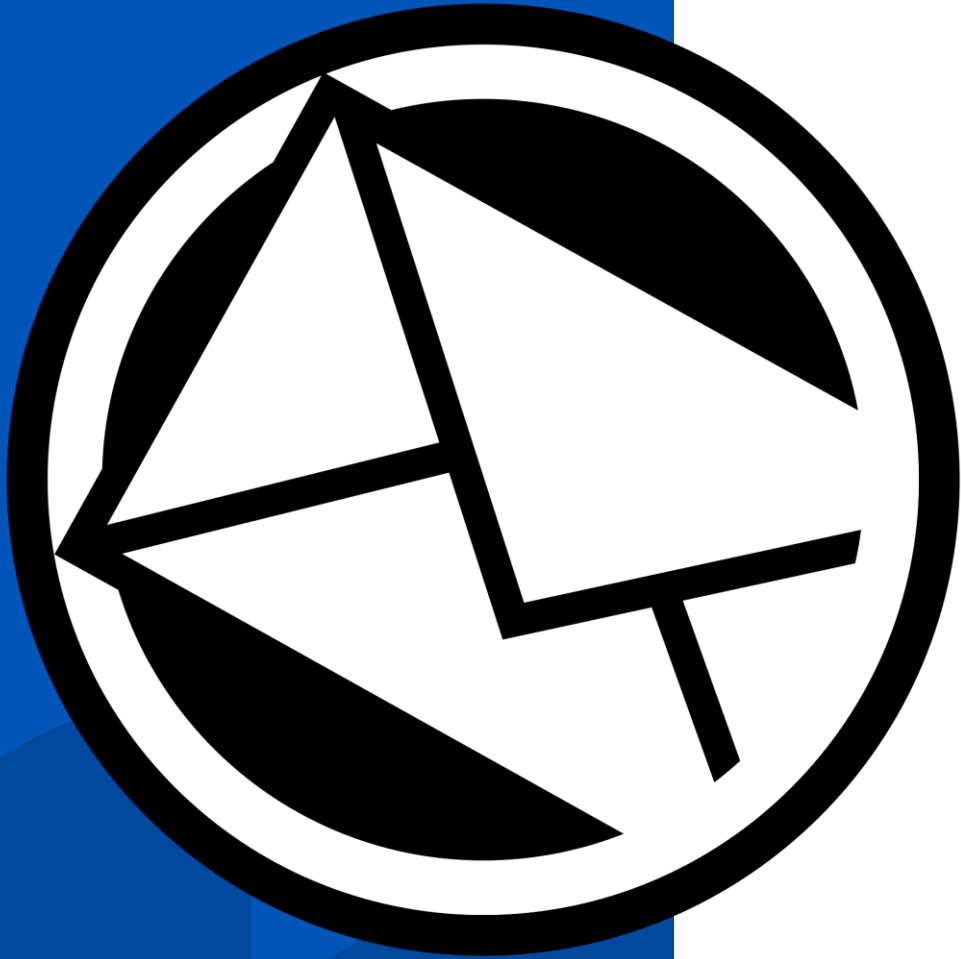


The State Records Commission uses the Records **Retention Schedule** as the basis for its decisions on disposal of records

CCC Records Management Services

- **Offsite Storage – (R4 Services LLC)**
 - CCC's current vendor for records offsite storage
- **Disposal of Records**
 - Subject to statutory provisions, we may dispose of records authorized for destruction by the Commission after the we have received an approved Records Disposal Certificate.
 - All documents, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is **confidential, or contains personally identifiable information**, must be physically destroyed in a manner that **such information cannot be identified or retrieved.**

What about email?



- All CCC employees are expected to review and analyze the content of emails to determine whether or not they are public records and need to be stored as such.
- Public Record emails are those that document:
 - Decisions (administrative, fiscal, personnel, etc.)
 - Policies, guidance, or procedures
 - Requests for information or action
 - Contract negotiations or changes
 - Final reports and recommendations
 - Meetings and outcomes (minutes, agendas, resolutions)
 - Significant or historic information
 - The only record of agreement

Public record email must be retained in accordance with the District's Records Retention Schedule

- Each individual public record email must be evaluated for content
- Required length of retention depends on the type of record (or Record Series) and can be found in the District's Records Retention Schedule
- There is no blanket retention period for all email



There are two other types of email to consider that do not have official retention periods

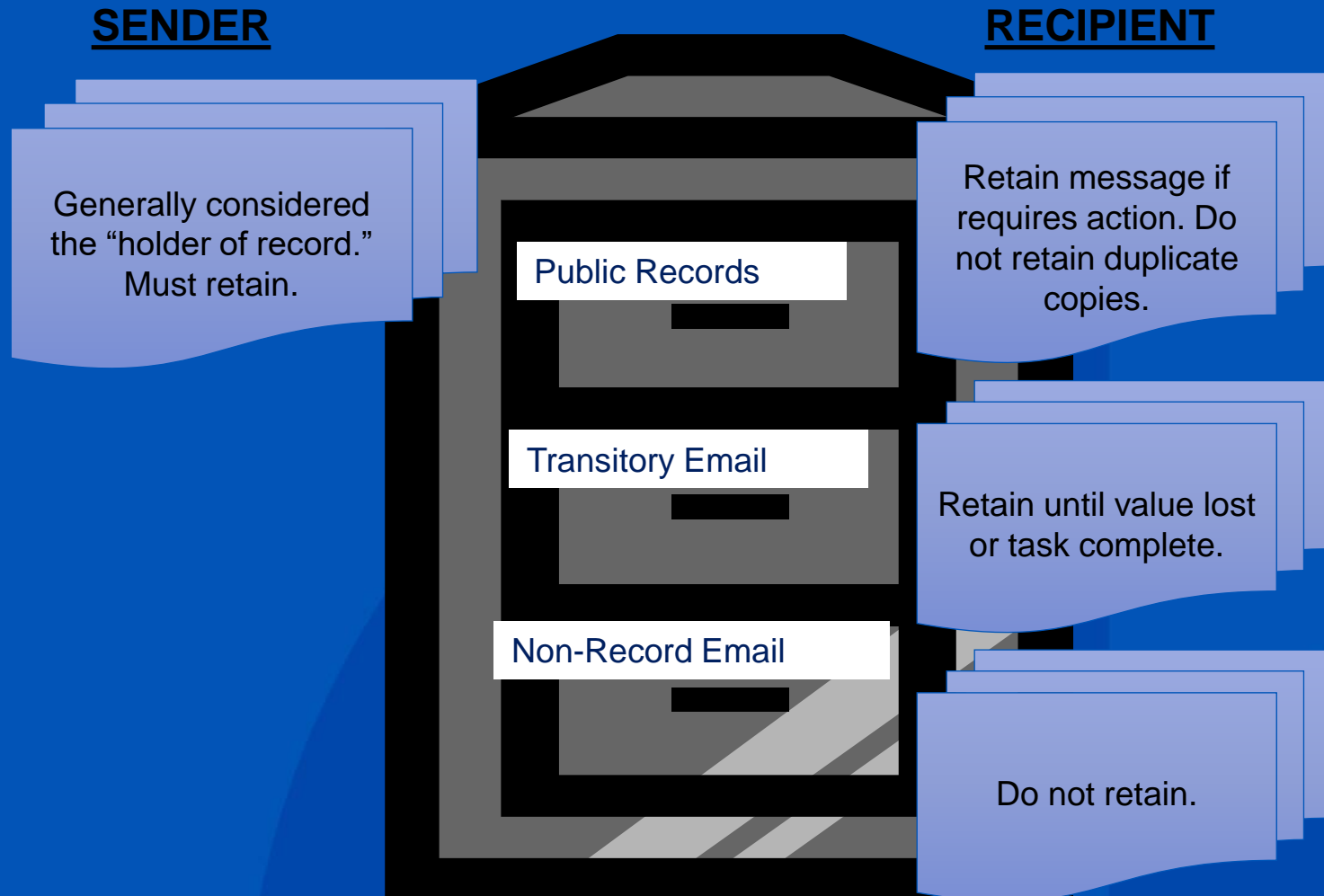
- **Non-Record Email**

- Do not document any CCC-related business or decisions
- Examples include: personal email, spam, news alerts and listserv digests (unless posted in an official capacity on behalf of the District or information therein was relied upon to make an official business decision)
- Duplicate copies of messages sent to multiple people are not considered public records
- There is no retention requirement for non-record emails

- **Temporary or Transitory Email**

- Exchange of communication that is fulfilled almost immediately upon request
- Examples include: meeting or deadline reminders, FYI email that does not elicit a response, reading or reference materials, internal requests for information
- Keep these emails only until the task is complete or their value has passed

Responsibility for filing and retaining email varies based on the type of the message



Do not use CCC email for:

- Storing documents or public records. Email is a communication tool. Attachments and/or their corresponding emails that are categorized as public records should be stored in **OneDrive** or **SharePoint**, using the specific departmental filing system.
- **Therefore, all staff are required to evaluate their email and store public records outside of the email system**
 - All email public records must be...
 - Printed to hard copy and included in the relevant paper file; or
 - Saved to your specific project's or departmental OneDrive or SharePoint site
 - Directions for saving public record email to OneDrive or SharePoint are as follows:
 - Open the Email
 - Click the File tab
 - Choose Save As and Save Attachments (if applicable)
 - Choose the Location (consider using an identical file structure to your Outlook email filing structure)
 - For the email message itself, change the "Save as type:" to Text Only (*.txt)
 - Click Save
 - Check to ensure that the email metadata (e.g., To/From, Date & Time Sent, etc.) has been preserved
- **Remember that all CCC emails and documents may be subject to FOIA**

What we reviewed today



- Definition of Public Records
- Retention Schedule
- Process to dispose of public records
- CCC records management services
- Electronic records and emails

Please review CCC Administrative Services website

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Thank you!

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